

OCS Site Assessment Detail Report:

Ascension Parish

Office Location

1. OCS office name:
Ascension Parish
2. OCS office address:
222 East Spillman Drive, P.O. Box 1269, Gonzales, LA 70707-1269
3. OCS office main telephone number:
(225) 664-4603
4. OCS region:
Baton Rouge
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Irma L. Renard
7. Telephone number:
(225) 664-4603
8. Fax number:
(225) 647-9413
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Richard A. Sarver
12. Address:
PO Box 1295, Leesville LA 71446
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Acadia Parish

Office Location

1. OCS office name:
Acadia Parish
2. OCS office address:
600 North Avenue G, P.O. Drawer 649, Crowley, LA 70527-0649
3. OCS office main telephone number:
(337) 788-7503
4. OCS region:
Lafayette Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Wanda Oestrieher
7. Telephone number:
(337) 788-7503
8. Fax number:
(337) 788-7624
9. E-mail address:
01wanda@ocs.dss.state.la.us

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Billie C. Fulkerson
12. Address:
P.O. Box 471, Crowley LA 70526
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
state
17. Does OCS share the building with other State agencies? (yes/no)
Yes
18. If yes, please list these agencies here:
DHH
19. Are there plans to move this facility in the near future? (yes/no)
No
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
1
23. Floors occupied by OCS:
1
24. Is the office accessible by stairs or an elevator? (please specify)
n/a
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
drop acoustical tile
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
No
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
Mixture of brick, concrete block, and drywall.
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
Yes
29. If yes, please describe:
Wiring is a problem. It does not support what they have now.
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
City trash pickup is once a week. However, it is a very small dumpster

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
43 surface spaces for staff. There is little space for anyone else. Much of the available parking is street parking.
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
n/a
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
No
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
Yes
40. What is the name and telephone number of the person to contact for security arrangements?
The access code is to get beyond the receptionist area.

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
n/a
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
n/a
44. What are the hours of operation of the loading dock?
n/a
45. Are there any time limits on use of the loading dock?
n/a

46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
Little available parking space in the lot.
47. Is the facility located on a busy or main street?
Fairly busy street. Most parking is street parking. One street down from the main street.
48. Who should be contacted in case of street blockage?
We would need to contact the city if our work is going to be blocking the street for any time. The street is generally not blocked for other reasons.
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
n/a
52. Are there any time limits on use of the elevator?
n/a
53. Are there any restrictions on elevator usage?
n/a

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
Yes
55. If yes, please describe:
In the sense that the area beyond the receptionist's area is only available through an access coded door.
56. Storage room dimensions:
20 x 10
57. Can this room be locked? (yes/no)
No
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
Room for assembly and staging is conference room. A file room may also have some space. A couple of other empty offices or presently available.
60. Staging area dimensions:
20 x 10 - see number 56. Same area

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
n/a
63. Server room location and description:
The server room is located in the rear of the building.
64. Server room dimensions:
8' x 8'
65. Is the server room locked?
Yes
66. What ventilation sources are used for the server room?
ceiling
67. How many electrical outlets are in the server room?
4 x 120v dedicated, grounded circuits in both SR and CR

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
Type 1

69. How many ports are on the patch panel?
86 ; 35 cable runs at lease start
70. How many of these ports are empty?
18
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
Proteon ProNet Series 70, P7228, Series 70
72. How many ports are available on these devices?
no more room is available.
73. What make/model of router is used at this site?
Cisco 2500

Computers/Printers

74. How many desktop computers are located in this facility?
23
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
(yes/no)
Yes
76. If yes, please describe:
could use one more.
77. How many printers are located in this facility?
21
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
three
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
No
80. If yes, please describe:
n/a

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
one city wide blackout in the past year.
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
Some inteference and freezing of machines. This may be a wiring issue in the building or the fact that most machines are very old.
83. Please describe any asbestos found at this facility:
None per inspector's report and architect's letter.
84. Please describe any other known hazards at this facility:
n/a

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
** Cable specified as IBM Type 2A STP/UTP. STP terminated with Type 1A connectors; UTP terminated with RJ-45, Category 3 (minimum) connectors.*
86. Does the contact person want to have a follow-up call to discuss the survey?
No
87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Allen Parish

Office Location

1. OCS office name:
Allen Parish
2. OCS office address:
209 North 16th Street, P.O. Drawer B M, Oakdale, LA 71463
3. OCS office main telephone number:
(318) 335-1740 or 1942
4. OCS region:
Lake Charles
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Juanita Fontenot/Brenda Thomas
7. Telephone number:
(318) 335-1740 or 1942
8. Fax number:
(318) 335-1025
9. E-mail address:
02brenda@ocs.dss.state.la.us

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Dolores Mowad
12. Address:
400 E 6th Ave, Oakdale LA 71463-2699
13. Telephone number:
(318) 335-0810
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
No
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
One floor
23. Floors occupied by OCS:
All
24. Is the office accessible by stairs or an elevator? (please specify)
na
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
Tile
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
Yes
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
Sheetrock
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
City pickup.

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
Parking lot for about 16 cars.
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
Yes
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
No
40. What is the name and telephone number of the person to contact for security arrangements?
Juanita Fontenot (318) 335-1740

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
44. What are the hours of operation of the loading dock?
45. Are there any time limits on use of the loading dock?

46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
No.
47. Is the facility located on a busy or main street?
Yes.
48. Who should be contacted in case of street blockage?
City police.
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
52. Are there any time limits on use of the elevator?
53. Are there any restrictions on elevator usage?

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
Yes
55. If yes, please describe:
Equipment room (med. size)
56. Storage room dimensions:
10 x 6
57. Can this room be locked? (yes/no)
Yes
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
Large conference room
60. Staging area dimensions:
10.5 x 20

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
63. Server room location and description:
Equipment room located down hall, left to end, left again, take a right.
64. Server room dimensions:
10 x 10
65. Is the server room locked?
Yes
66. What ventilation sources are used for the server room?
Bldg central A/C
67. How many electrical outlets are in the server room?
3

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
69. How many ports are on the patch panel?
56

70. How many of these ports are empty?
45
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
Proteon Series 70 P7101 (2ea)
72. How many ports are available on these devices?
2
73. What make/model of router is used at this site?
Cisco 2500

Computers/Printers

74. How many desktop computers are located in this facility?
10
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
(yes/no)
No
76. If yes, please describe:
77. How many printers are located in this facility?
11
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
1
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
No
80. If yes, please describe:

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
Short power outages in bad weather.
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
83. Please describe any asbestos found at this facility:
84. Please describe any other known hazards at this facility:

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
86. Does the contact person want to have a follow-up call to discuss the survey?
No
87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Avoyelles Parish

Office Location

1. OCS office name:
Avoyelles Parish
2. OCS office address:
930 North Main Street, Marksville, LA 71351
3. OCS office main telephone number:
(318) 253-7734/6945/8506
4. OCS region:
Alexandria Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Dianne Dubroc/Dianne Schupbach
7. Telephone number:
(318) 253-7734/6945/8506
8. Fax number:
(318) 253-5053
9. E-mail address:
05dianne@ocs.dss.state/la.us

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Brent Scallan
12. Address:
205 N Washington, Marksville LA 71351
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
No
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
one
23. Floors occupied by OCS:
one
24. Is the office accessible by stairs or an elevator? (please specify)
na
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
tiles
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
Yes
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
sheetrock
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
city pick up

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
private lot
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
Yes
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
Yes
40. What is the name and telephone number of the person to contact for security arrangements?
Dianne Dubroc (318) 253-7734

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
44. What are the hours of operation of the loading dock?
45. Are there any time limits on use of the loading dock?

46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
none
47. Is the facility located on a busy or main street?
On Main Street and Spring Bayou Road (truck route).
48. Who should be contacted in case of street blockage?
City police.
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
52. Are there any time limits on use of the elevator?
53. Are there any restrictions on elevator usage?

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
Yes
55. If yes, please describe:
Storage room.
56. Storage room dimensions:
12 x 12
57. Can this room be locked? (yes/no)
Yes
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
Conference room
60. Staging area dimensions:
12 x 20

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
63. Server room location and description:
Located in interior office area.
64. Server room dimensions:
10 x 12
65. Is the server room locked?
Yes
66. What ventilation sources are used for the server room?
Building central a/c
67. How many electrical outlets are in the server room?
5

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
69. How many ports are on the patch panel?
64

70. How many of these ports are empty?
40
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
Proteon Pronet (2)
72. How many ports are available on these devices?
0
73. What make/model of router is used at this site?
Cisco 2500

Computers/Printers

74. How many desktop computers are located in this facility?
12
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
(yes/no)
No
76. If yes, please describe:
77. How many printers are located in this facility?
13
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
1
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
No
80. If yes, please describe:

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
Occasional storm outages.
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
na
83. Please describe any asbestos found at this facility:
na
84. Please describe any other known hazards at this facility:
na

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
na
86. Does the contact person want to have a follow-up call to discuss the survey?
87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Beauregard Parish

Office Location

1. OCS office name:
Beauregard Parish
2. OCS office address:
1877 Highway 190 West, P.O. Drawer 1117, DeRidder, LA 70634
3. OCS office main telephone number:
(337) 463-2056/2069/2071
4. OCS region:
Lake Charles Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Lamar Strother
7. Telephone number:
(337) 463-2056/2069/2071
8. Fax number:
(337) 462-1473
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Dr. Flynn A. Taylor
12. Address:
1332 Blankenship Dr, DeRidder LA 70634
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Bossier Parish

Office Location

1. OCS office name:
Bossier Parish
2. OCS office address:
3808 Kilpatrick Drive, Bossier City, LA 71112
3. OCS office main telephone number:
(318) 741-7340
4. OCS region:
Shreveport Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Beverly Wilson
7. Telephone number:
(318) 741-7340
8. Fax number:
(318) 741-7418
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
G. T. Kilpatrick
12. Address:
Kilpatrick Investments, PO Box 826, Ruston LA 71273
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Caddo Parish

Office Location

1. OCS office name:
Caddo Parish
2. OCS office address:
1525 Fairfield Avenue, 424 State Office Building, Shreveport, LA 71101-4338
3. OCS office main telephone number:
(318) 676-7323
4. OCS region:
Shreveport Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Patsy Ford
7. Telephone number:
(318) 676-7323
8. Fax number:
(318) 676-7307
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
11. Building landlord/manager name:
12. Address:
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
Yes
18. If yes, please list these agencies here:
Shreveport Region OCS
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Calcasieu Parish

Office Location

1. OCS office name:
Calcasieu Parish
2. OCS office address:
2829 4th Avenue Ste. 250, Mail: P.O. Box 18097, Lake Charles, LA 70601
3. OCS office main telephone number:
(337) 475-4931
4. OCS region:
Lake Charles Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Debora Ott
7. Telephone number:
(337) 475-4972
8. Fax number:
(337) 475-4970
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
2827 Fourth Avenue, LLC
12. Address:
2827 Fourth Ave, Lake Charles LA 70601
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Catahoula Parish

Office Location

1. OCS office name:
Catahoula Parish
2. OCS office address:
210 Airport Road, P.O. Box 367, Jonesville, LA 71343-0367
3. OCS office main telephone number:
(318) 339-6030/6031
4. OCS region:
Alexandria Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Royce Colclasure/Helen Smedley
7. Telephone number:
(318) 339-6030/6031
8. Fax number:
(318) 339-6049
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
James M. Wilson
12. Address:
506 Main St, Jonesville LA 71343
13. Telephone number:
318 339-7251
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
No
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
One
23. Floors occupied by OCS:
One
24. Is the office accessible by stairs or an elevator? (please specify)
na
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
drywall
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
No
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
drywall
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
City pickup

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
Private lot.
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
Yes
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
No
40. What is the name and telephone number of the person to contact for security arrangements?
Helen Smedley

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
44. What are the hours of operation of the loading dock?
45. Are there any time limits on use of the loading dock?

46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
No.
47. Is the facility located on a busy or main street?
Street off of US Highway 84
48. Who should be contacted in case of street blockage?
City police
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
52. Are there any time limits on use of the elevator?
53. Are there any restrictions on elevator usage?

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
Yes
55. If yes, please describe:
File room
56. Storage room dimensions:
10 x 10
57. Can this room be locked? (yes/no)
Yes
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
Conference room
60. Staging area dimensions:
11 x 14

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
63. Server room location and description:
Right hallway, last door on right.
64. Server room dimensions:
10 x 18
65. Is the server room locked?
Yes
66. What ventilation sources are used for the server room?
building a/c central air.
67. How many electrical outlets are in the server room?
16

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
69. How many ports are on the patch panel?
24

70. How many of these ports are empty?
7
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
Proteon Pronet Series 70 (3)
72. How many ports are available on these devices?
5
73. What make/model of router is used at this site?
Cisco 2500

Computers/Printers

74. How many desktop computers are located in this facility?
14
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
(yes/no)
Yes
76. If yes, please describe:
One Client Service worker has unusable workstation.
77. How many printers are located in this facility?
15
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
1
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
No
80. If yes, please describe:

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
No.
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
Occasional power surges.
83. Please describe any asbestos found at this facility:
no
84. Please describe any other known hazards at this facility:
no

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
no
86. Does the contact person want to have a follow-up call to discuss the survey?
87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Concordia Parish

Office Location

1. OCS office name:
Concordia Parish
2. OCS office address:
100 Serio Blvd., Ferriday, LA 71334-1755
3. OCS office main telephone number:
(318) 757-3667/3669
4. OCS region:
Alexandria Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Flora Cooper/Mary Ann Hawkins
7. Telephone number:
(318) 757-3667/3669
8. Fax number:
(318) 757-3397
9. E-mail address:
15maryh@ocs.dss.state.la.us

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Larry McManus
12. Address:
1015 Alabama St, Vidalia LA 71373-2612
13. Telephone number:
318 757-8172
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
n/a
19. Are there plans to move this facility in the near future? (yes/no)
No
20. If yes, please state timeframe and new office location (if known):
n/a

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
One
23. Floors occupied by OCS:
One
24. Is the office accessible by stairs or an elevator? (please specify)
na
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
Sheetrock
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
Yes
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
Sheetrock
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
n/a
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
City

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
Private
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
n/a
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
Yes
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
No
40. What is the name and telephone number of the person to contact for security arrangements?
Mary Ann Hawkins 318 757-3667

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
n/a
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
n/a
44. What are the hours of operation of the loading dock?
n/a
45. Are there any time limits on use of the loading dock?
n/a

46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
no
47. Is the facility located on a busy or main street?
Off E.E. Wallace Blvd. (Hwy 15).
48. Who should be contacted in case of street blockage?
City police.
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
n/a
52. Are there any time limits on use of the elevator?
n/a
53. Are there any restrictions on elevator usage?
n/a

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
Yes
55. If yes, please describe:
Server room
56. Storage room dimensions:
13 x 12
57. Can this room be locked? (yes/no)
Yes
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
Conference room
60. Staging area dimensions:
12 x 17

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
n/a
63. Server room location and description:
In back of building, to the end on the left.
64. Server room dimensions:
13 x 12
65. Is the server room locked?
Yes
66. What ventilation sources are used for the server room?
building a/c
67. How many electrical outlets are in the server room?
3

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
Category 5 UTP
69. How many ports are on the patch panel?
12

70. How many of these ports are empty?
0
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
Proteon pronet 70 (2)
72. How many ports are available on these devices?
1
73. What make/model of router is used at this site?
Cisco 2500

Computers/Printers

74. How many desktop computers are located in this facility?
9
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
(yes/no)
Yes
76. If yes, please describe:
One vacancy soon to be filled.
77. How many printers are located in this facility?
10
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
1
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
Yes
80. If yes, please describe:
Possibly a drop in file room

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
no
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
Power surges regular during the summer
83. Please describe any asbestos found at this facility:
no
84. Please describe any other known hazards at this facility:
no

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
no
86. Does the contact person want to have a follow-up call to discuss the survey?
87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Desoto Parish

Office Location

1. OCS office name:
Desoto Parish
2. OCS office address:
7356 Highway 509, P.O. Box 959, Mansfield, LA 71052
3. OCS office main telephone number:
(318) 872-6311
4. OCS region:
Shreveport Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Marsha McCall
7. Telephone number:
(318) 872-6311
8. Fax number:
(318) 872-8897
9. E-mail address:
16Marsha@ocs.dss.state.la.us

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
7364 Highway 509, Mansfield LA, LLC
12. Address:
PO Box 4387, Shreveport LA 71134
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
State
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
n/a
19. Are there plans to move this facility in the near future? (yes/no)
No
20. If yes, please state timeframe and new office location (if known):
n/a

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
one
23. Floors occupied by OCS:
one
24. Is the office accessible by stairs or an elevator? (please specify)
n/a
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
drop down
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
Yes
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
drywall/sheetrock
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
n/a
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
landlord has a contract with a firm to provide trash pickup. Office uses a dumpster. Trash is picked up once a week.

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
paved lot
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
n/a
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
No
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
No
40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
n/a
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
n/a
44. What are the hours of operation of the loading dock?
n/a
45. Are there any time limits on use of the loading dock?
n/a

46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
n/a
47. Is the facility located on a busy or main street?
not a busy street. Office just outside the city limits
48. Who should be contacted in case of street blockage?
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
n/a
52. Are there any time limits on use of the elevator?
n/a
53. Are there any restrictions on elevator usage?
n/a

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
No
55. If yes, please describe:
56. Storage room dimensions:
3
57. Can this room be locked? (yes/no)
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
The office has a fairly large conference room
60. Staging area dimensions:
400 square feet

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
n/a
63. Server room location and description:
back center of back building next to back entrance
64. Server room dimensions:
approximately 10
65. Is the server room locked?
No
66. What ventilation sources are used for the server room?
ceiling
67. How many electrical outlets are in the server room?
three or four

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
Category 5 UTP
69. How many ports are on the patch panel?
28

70. How many of these ports are empty?
7
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
Proteon Series 70
72. How many ports are available on these devices?
none
73. What make/model of router is used at this site?
Cisco 2500

Computers/Printers

74. How many desktop computers are located in this facility?
19
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
(yes/no)
No
76. If yes, please describe:
77. How many printers are located in this facility?
19
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
one - HP LaserJet 4000T
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
No
80. If yes, please describe:
n/a

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
n/a
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
n/a
83. Please describe any asbestos found at this facility:
n/a
84. Please describe any other known hazards at this facility:
n/a

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
86. Does the contact person want to have a follow-up call to discuss the survey?
No
87. If yes, what is the best time to call?

OCS Site Assessment Detail Report: East Baton Rouge Parish

Office Location

1. OCS office name:
East Baton Rouge Parish
2. OCS office address:
1913 North Street, P.O. Box 1588, Baton Rouge, LA 70821
3. OCS office main telephone number:
(225) 342-0510
4. OCS region:
Baton Rouge Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Minerva Whitley
7. Telephone number:
(225) 342-0510
8. Fax number:
(225) 342-3728
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Aline A. Brown
12. Address:
2883 E Lakeshore Dr, Baton Rouge LA 70808
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

East Carroll Parish

Office Location

1. OCS office name:
East Carroll Parish
2. OCS office address:
1700 Lake Street, Lake Providence, LA 71254
3. OCS office main telephone number:
(318) 559-3664
4. OCS region:
Monroe Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Belinda Palm
7. Telephone number:
(318) 559-3664
8. Fax number:
(318) 559-6848
9. E-mail address:
18belind@ocs.dss.state.la.us

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Banks Realty Family Limited Partnership
12. Address:
PO Box 39, Mangham LA 71259
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
State
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
No
20. If yes, please state timeframe and new office location (if known):
Two years into a five year lease of new building.

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
one
23. Floors occupied by OCS:
one
24. Is the office accessible by stairs or an elevator? (please specify)
n/a
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
drop
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
No
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
sheet rock
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
n/a
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
city trash pickup once a week -Monday

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
paved concrete adequate space for truck
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
n/a
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
Yes
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
No
40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
n/a
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
n/a
44. What are the hours of operation of the loading dock?
n/a
45. Are there any time limits on use of the loading dock?
n/a

46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
n/a
47. Is the facility located on a busy or main street?
no
48. Who should be contacted in case of street blockage?
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
n/a
52. Are there any time limits on use of the elevator?
n/a
53. Are there any restrictions on elevator usage?
n/a

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
Yes
55. If yes, please describe:
The area behind the reception area can be locked but not every office.
56. Storage room dimensions:
10 x 6
57. Can this room be locked? (yes/no)
No
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
20 x 10 conference room
60. Staging area dimensions:
20 x 10 conference room

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
10 x 10
63. Server room location and description:
close to front of building
64. Server room dimensions:
10 x 10
65. Is the server room locked?
66. What ventilation sources are used for the server room?
ceiling ventilation used for the rest of the building.
67. How many electrical outlets are in the server room?
5

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
Type 1
69. How many ports are on the patch panel?
11

70. How many of these ports are empty?
3
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
proteon series 7101
72. How many ports are available on these devices?
2
73. What make/model of router is used at this site?
Cisco 2500

Computers/Printers

74. How many desktop computers are located in this facility?
10
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
(yes/no)
Yes
76. If yes, please describe:
one user has an inadequate PC that is no longer usable
77. How many printers are located in this facility?
11
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
1 Lexmark T610
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
No
80. If yes, please describe:
n/a

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
n/a
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
n/a
83. Please describe any asbestos found at this facility:
n/a
84. Please describe any other known hazards at this facility:
n/a

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
no
86. Does the contact person want to have a follow-up call to discuss the survey?
No
87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

East Feliciana Parish

Office Location

1. OCS office name:
East Feliciana Parish
2. OCS office address:
12476 Feliciana Drive, P.O. Box 8472, Clinton, LA 70722-8427
3. OCS office main telephone number:
(225) 683-3734
4. OCS region:
Baton Rouge Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Craig Andrews
7. Telephone number:
(225) 683-3734
8. Fax number:
(225) 583-9731
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Michael S. Divincenti, Jr.
12. Address:
PO Box 80063, Baton Rouge LA 70898
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Evangeline Parish

Office Location

1. OCS office name:
Evangeline Parish
2. OCS office address:
120 W. Cotton Street, Ville Platte, LA 70586
3. OCS office main telephone number:
(337) 363-6011
4. OCS region:
Lafayette Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Kenneth Soileau
7. Telephone number:
(337) 363-6011
8. Fax number:
(337) 363-7472
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
J. Wendel Fusilier
12. Address:
PO Box 528, Ville Platte LA 70586
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
state for wiring landlord paid for adding to building
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
n/a
19. Are there plans to move this facility in the near future? (yes/no)
No
20. If yes, please state timeframe and new office location (if known):
There is some talk but no definite move being made in that direction.

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
1
23. Floors occupied by OCS:
1
24. Is the office accessible by stairs or an elevator? (please specify)
n/a
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
plaster
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
No
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
sheetrock plaster
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
n/a
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
BFI passes on Tuesday. Use Trashcans no dumpster

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
small space to park. When people come to deliver stuff they park on the street.
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
n/a
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
Yes
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
No
40. What is the name and telephone number of the person to contact for security arrangements?
n/a The door to the worker area from the receptionist is kept locked

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
n/a
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
n/a
44. What are the hours of operation of the loading dock?
n/a
45. Are there any time limits on use of the loading dock?
n/a

46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
n/a
47. Is the facility located on a busy or main street?
street runs in front of the local high school. During parts of the year the traffic can be fairly heavy.
48. Who should be contacted in case of street blockage?
Contact the city if for a lengthy period. But other delivery vehicles have not yet had a problem.
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
n/a
52. Are there any time limits on use of the elevator?
n/a
53. Are there any restrictions on elevator usage?
n/a

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
No
55. If yes, please describe:
n/a
56. Storage room dimensions:
n/a
57. Can this room be locked? (yes/no)
No
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
12 x 16 Conference room. Large conference table in the room there is not a lot of extra empty space with the furnishings
60. Staging area dimensions:
12 x 16

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
No
62. If no, is there a room available to be converted into a server/wiring room?
The room is also used as the file room.
63. Server room location and description:
In about the exact middle of the building
64. Server room dimensions:
12 x 26
65. Is the server room locked?
No
66. What ventilation sources are used for the server room?
ceiling
67. How many electrical outlets are in the server room?
two

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
Type 1

69. How many ports are on the patch panel?
13
70. How many of these ports are empty?
none
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
Proteon and ProNet
72. How many ports are available on these devices?
none are available
73. What make/model of router is used at this site?
Cisco 2500

Computers/Printers

74. How many desktop computers are located in this facility?
9
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
No
76. If yes, please describe:
77. How many printers are located in this facility?
10
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
one
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
Yes
80. If yes, please describe:
Will be getting another and will need a drop

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
no
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
n/a
83. Please describe any asbestos found at this facility:
n/a
84. Please describe any other known hazards at this facility:
n/a

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
no
86. Does the contact person want to have a follow-up call to discuss the survey?
No
87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Franklin Parish

Office Location

1. OCS office name:
Franklin Parish
2. OCS office address:
7210-B Prairie Street, Winnsboro, LA 71295
3. OCS office main telephone number:
(318) 435-2188/2189 or 362-3062
4. OCS region:
Monroe Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Terri Spence
7. Telephone number:
(318) 435-2188/2189 or 362-3062
8. Fax number:
(318) 435-2177
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Connie Moore Brewer
12. Address:
708 E Madison Ave, Bastrop LA 71220
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Grant Parish

Office Location

1. OCS office name:
Grant Parish
2. OCS office address:
602 Main Street, Colfax, LA 71417
3. OCS office main telephone number:
(318) 627-3000
4. OCS region:
Alexandria Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Earline Humphrey
7. Telephone number:
(318) 627-3000
8. Fax number:
(318) 627-3508
9. E-mail address:
22earlin@ocs.dss.state.la.us

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Gerald D. Wilkins
12. Address:
PO Box 225, Colfax LA 71417-0225
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
State responsibility
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
n/a
19. Are there plans to move this facility in the near future? (yes/no)
Yes
20. If yes, please state timeframe and new office location (if known):
Grant Parish is in the process of having the design for a new office approved by the Division of Administration. It will be about a year before it is approved and built

Office Space Description

21. Is a building/office floor plan available? (yes/no)
No
22. Number of floors in building:
one
23. Floors occupied by OCS:
one
24. Is the office accessible by stairs or an elevator? (please specify)
n/a
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
The ceiling of the current office is dry wall with the blown pebbly foam. Material of new ceiling not yet known.
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
Yes
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
sheet rock
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
n/a
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
city

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
One of the reasons they are looking for a new building is because parking space is at a premium.
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
n/a
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
No
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
No
40. What is the name and telephone number of the person to contact for security arrangements?
Earline Humphries

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
n/a
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
n/a

44. What are the hours of operation of the loading dock?
n/a
45. Are there any time limits on use of the loading dock?
n/a
46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
47. Is the facility located on a busy or main street?
Colfax only has a couple of streets. The current and new building will be on one of these streets.
48. Who should be contacted in case of street blockage?
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
n/a
52. Are there any time limits on use of the elevator?
n/a
53. Are there any restrictions on elevator usage?
n/a

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
Yes
55. If yes, please describe:
56. Storage room dimensions:
57. Can this room be locked? (yes/no)
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
The conference room is available.
60. Staging area dimensions:

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
n/a
63. Server room location and description:
64. Server room dimensions:
9
65. Is the server room locked?
Yes
66. What ventilation sources are used for the server room?
67. How many electrical outlets are in the server room?
two

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
Category 5 UTP
- 69. How many ports are on the patch panel?
13
- 70. How many of these ports are empty?
4
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
2 - Pronet Series 70
- 72. How many ports are available on these devices?
four
- 73. What make/model of router is used at this site?
Cisco 2500 Series

Computers/Printers

- 74. How many desktop computers are located in this facility?
nine
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
(yes/no)
No
- 76. If yes, please describe:
n/a
- 77. How many printers are located in this facility?
9
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
none. A new Optra T610 is there but there is no NICard
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
No
- 80. If yes, please describe:
n/a

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
n/a
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
n/a
- 83. Please describe any asbestos found at this facility:
n/a
- 84. Please describe any other known hazards at this facility:
n/a

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
No
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Iberia Parish

Office Location

1. OCS office name:
Iberia Parish
2. OCS office address:
706 Bayard, New Iberia, LA 70560
3. OCS office main telephone number:
(337) 373-0026
4. OCS region:
Lafayette Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Janenne Trahan
7. Telephone number:
(337) 373-0026
8. Fax number:
(337) 373-0150
9. E-mail address:
23janenn@ocs.dss.state.la.us

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Richard A. Sarver
12. Address:
PO Box 1295, Leesville LA 71446
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
state
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
Yes
20. If yes, please state timeframe and new office location (if known):
The lease expired more than a year ago and it is month to month - plans for a new arrangement were submitted some time back but nothing seems to be happening

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes
22. Number of floors in building:
1
23. Floors occupied by OCS:
1
24. Is the office accessible by stairs or an elevator? (please specify)
n/a
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
sheet rock ceiling
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
Yes
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
drywall - sheetrock.
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
n/a
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
The dumpster shared with the OFS office across the street. Once a week trash pickup. A recycling contractor for cardboard boxes also comes once a week.

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
paved Should be adequate for install needs
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
Yes
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
Yes
40. What is the name and telephone number of the person to contact for security arrangements?
n/a

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
n/a
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
n/a

44. What are the hours of operation of the loading dock?
n/a
45. Are there any time limits on use of the loading dock?
n/a
46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
n/a
47. Is the facility located on a busy or main street?
n/a
48. Who should be contacted in case of street blockage?
n/a
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
n/a
52. Are there any time limits on use of the elevator?
n/a
53. Are there any restrictions on elevator usage?
n/a

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
Yes
55. If yes, please describe:
Conference room
56. Storage room dimensions:
15 x 20 approx
57. Can this room be locked? (yes/no)
Yes
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
same conference room listed above for storage area.
60. Staging area dimensions:
15 x 20 approx

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
n/a
63. Server room location and description:
to the right just behind the receptionist area
64. Server room dimensions:
8 x 10
65. Is the server room locked?
No
66. What ventilation sources are used for the server room?
ceiling. Cooling is a problem. The air shuts off on the weekend and at night.
67. How many electrical outlets are in the server room?
5

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
Type 1
- 69. How many ports are on the patch panel?
40
- 70. How many of these ports are empty?
9
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
3 Proteon ProNet Series 70
- 72. How many ports are available on these devices?
All are being used
- 73. What make/model of router is used at this site?
Cisco 2500

Computers/Printers

- 74. How many desktop computers are located in this facility?
23
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
(yes/no)
No
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
26
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
3
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
No
- 80. If yes, please describe:
n/a

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
Every once in a while the office loses power.
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
none
- 83. Please describe any asbestos found at this facility:
none
- 84. Please describe any other known hazards at this facility:
none

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
none
- 86. Does the contact person want to have a follow-up call to discuss the survey?
No
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report: Iberville Parish

Office Location

1. OCS office name:
Iberville Parish
2. OCS office address:
58310 Court Street, P.O. Box 778, Plaquemine, LA 70764
3. OCS office main telephone number:
(225) 687-4315
4. OCS region:
Baton Rouge Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Robin Bettis
7. Telephone number:
(225) 687-4315
8. Fax number:
(225) 687-2129
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
11. Building landlord/manager name:
12. Address:
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
Yes
18. If yes, please list these agencies here:
Office of Family Support and MEDICAID
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report: East Jefferson Parish

Office Location

1. OCS office name:
East Jefferson Parish
2. OCS office address:
800 West Commerce Road, Suite 300, Harahan, LA 70123
3. OCS office main telephone number:
(504) 736-7001
4. OCS region:
Jefferson Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Yvonne Davis
7. Telephone number:
(504) 736-7001
8. Fax number:
(504) 736-7019
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Sheyda Chaney
12. Address:
BAHA Towers, 1001 Howard Ave, New Orleans LA 70113
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

West Jefferson Parish

Office Location

1. OCS office name:
West Jefferson Parish
2. OCS office address:
2150 West Bank Expressway, Suite 600, Harvey State Office Building, Harvey, LA 70058
3. OCS office main telephone number:
(504) 361-6161
4. OCS region:
Jefferson Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Betty Farria
7. Telephone number:
(504) 361-6161
8. Fax number:
(504) 361-6105
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
State-owned
11. Building landlord/manager name:
12. Address:
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report: Jefferson Davis Parish

Office Location

1. OCS office name:
Jefferson Davis Parish
2. OCS office address:
107 North Cutting Avenue, P.O. 1103, Jennings, LA 70546
3. OCS office main telephone number:
(337) 824-9649
4. OCS region:
Lake Charles Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Candace Kelly
7. Telephone number:
(337) 824-9649
8. Fax number:
(337) 824-9526
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Dr. Keith Wall
12. Address:
PO Box 1366, Jennings LA 70546
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Lafayette Parish

Office Location

1. OCS office name:
Lafayette Parish
2. OCS office address:
825 Kaliste Saloom, Brandywine II, Room 104, Lafayette, LA 70503
3. OCS office main telephone number:
(337) 262-5901
4. OCS region:
Lafayette Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Tommie Elder
7. Telephone number:
(337) 262-5901
8. Fax number:
(337) 262-1179
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
11. Building landlord/manager name:
12. Address:
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Lafourche Parish

Office Location

1. OCS office name:
Lafourche Parish
2. OCS office address:
1222 Tiger Drive, Thibodaux, LA 70301
3. OCS office main telephone number:
(985) 447-0945
4. OCS region:
Thibodaux Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Eva Jackson
7. Telephone number:
(985) 447-0945
8. Fax number:
(985) 447-0875
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Marilyn Plaissance
12. Address:
631 Highway 304, Thibodaux LA 70301
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
State
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
n/a
19. Are there plans to move this facility in the near future? (yes/no)
No
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
one
23. Floors occupied by OCS:
one
24. Is the office accessible by stairs or an elevator? (please specify)
n/a
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
drop
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
No
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
sheet-rock
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
n/a
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
Trash pickup is once a week but can arrange for special pickups if can give day will be needed

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
big parking lot.
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
n/a
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
Yes
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
Yes
40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
n/a
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
n/a
44. What are the hours of operation of the loading dock?
n/a
45. Are there any time limits on use of the loading dock?
n/a

46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
n/a
47. Is the facility located on a busy or main street?
right across the street from the high school.
48. Who should be contacted in case of street blockage?
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
n/a
52. Are there any time limits on use of the elevator?
n/a
53. Are there any restrictions on elevator usage?
n/a

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
No
55. If yes, please describe:
56. Storage room dimensions:
57. Can this room be locked? (yes/no)
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
59. If yes, please describe:
27 x 27 conference room. There are a number of empty rooms that can be used for staging and storing when rolling out
60. Staging area dimensions:

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
63. Server room location and description:
to the right as observed from the front and not far down the hall.
64. Server room dimensions:
10 x 12
65. Is the server room locked?
Yes
66. What ventilation sources are used for the server room?
ceiling but it doesn't stay cool with door closed. Air is cut off on weekend and at night. Inadequate cooling for server room today.
67. How many electrical outlets are in the server room?
5

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
Type 1

69. How many ports are on the patch panel?
56
70. How many of these ports are empty?
8
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
ProNet Series 70
72. How many ports are available on these devices?
3 and 1 bad port
73. What make/model of router is used at this site?
Cisco 2500

Computers/Printers

74. How many desktop computers are located in this facility?
32
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
No
76. If yes, please describe:
three are dinosaurs. One Celleria LP 60 and 2 MemTelex 8552 for vacant positions
77. How many printers are located in this facility?
35
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
one and one not used
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
Yes
80. If yes, please describe:
would like to relocate a computer to a currently vacant office.

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
only when very bad weather and then the area blacks out
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
none
83. Please describe any asbestos found at this facility:
none
84. Please describe any other known hazards at this facility:
no

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
no
86. Does the contact person want to have a follow-up call to discuss the survey?
No
87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Vernon Parish

Office Location

1. OCS office name:
Vernon Parish
2. OCS office address:
302 Vernon Street, P.O. Box 640, New Llano, LA 71461-0640
3. OCS office main telephone number:
(337) 238-7030
4. OCS region:
Alexandria Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Jeannette Dewil/Larry Rooker
7. Telephone number:
(337) 238-7030
8. Fax number:
(337) 238-6494
9. E-mail address:
58jeanne@ocs.dss.state.la.us

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Teddie Dowden
12. Address:
P.O. Box 338, New Llano, LA 71461
13. Telephone number:
(337) 239-2738
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
No
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
One
23. Floors occupied by OCS:
One
24. Is the office accessible by stairs or an elevator? (please specify)
na
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
Drop Tile ceiling
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
Yes
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
Sheetrock
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
Dumpster (city).

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
Large parking lot.
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
Yes
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
Yes
40. What is the name and telephone number of the person to contact for security arrangements?
Larry Rooker, (337)238-7030

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
na
44. What are the hours of operation of the loading dock?
na
45. Are there any time limits on use of the loading dock?
na

46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
na
47. Is the facility located on a busy or main street?
Off Hwy 171.
48. Who should be contacted in case of street blockage?
New Llano City Police
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
na
52. Are there any time limits on use of the elevator?
na
53. Are there any restrictions on elevator usage?
na

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
No
55. If yes, please describe:
56. Storage room dimensions:
na
57. Can this room be locked? (yes/no)
No
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
Large conference room
60. Staging area dimensions:
20 x 20

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
63. Server room location and description:
Down entrance hallway, go right, pass kitchen, take left, 2nd door on right.
64. Server room dimensions:
9 x 8
65. Is the server room locked?
No
66. What ventilation sources are used for the server room?
Window unit in server room and bldg central a/c.
67. How many electrical outlets are in the server room?
7

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
69. How many ports are on the patch panel?
64

70. How many of these ports are empty?
27
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
MAU Olicom CAU-OC3610 (6)
72. How many ports are available on these devices?
5
73. What make/model of router is used at this site?
Cisco 2500

Computers/Printers

74. How many desktop computers are located in this facility?
27
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
(yes/no)
Yes
76. If yes, please describe:
One Client Service worker
77. How many printers are located in this facility?
29
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
2
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
No
80. If yes, please describe:

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
None
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
None
83. Please describe any asbestos found at this facility:
None/?
84. Please describe any other known hazards at this facility:
None

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
None
86. Does the contact person want to have a follow-up call to discuss the survey?
No
87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Lincoln Parish

Office Location

1. OCS office name:
Lincoln Parish
2. OCS office address:
1000 South Vienna Street, P.O. Box 1959, Ruston, LA 71273
3. OCS office main telephone number:
(318) 251-4101
4. OCS region:
Monroe Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Mary Webb
7. Telephone number:
(318) 251-4101
8. Fax number:
(318) 251-4104
9. E-mail address:
31maryw@ocs.dss.state.la.us

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Brian Steven Moore or Connie Moore Brewer
12. Address:
708 E Madison Ave, Bastrop LA 71220
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
air doesn't go off but switch sets warmer on weekend
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
n/a
19. Are there plans to move this facility in the near future? (yes/no)
No
20. If yes, please state timeframe and new office location (if known):
recently remodeled. Lease expires 2008

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
one
23. Floors occupied by OCS:
one
24. Is the office accessible by stairs or an elevator? (please specify)
n/a
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
drop with 2' x 4' tiles
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
Yes
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
dry wall
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
n/a
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
city pickup have a big dumpster. Not sure how often serviced

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
has cages for state cars and their employee parking. Sometimes parking can be an issue. 24 spaces are available
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
n/a
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
Yes
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
Yes
40. What is the name and telephone number of the person to contact for security arrangements?
Mary Webb. See above. Lobby area is locked from worker area and where servers are. Rest generally not lockable

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
n/a
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
n/a
44. What are the hours of operation of the loading dock?
n/a

45. Are there any time limits on use of the loading dock?
n/a
46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
space can be an issue. Smaller may be better here.
47. Is the facility located on a busy or main street?
main street. Across from Methodist Children home
48. Who should be contacted in case of street blockage?
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
n/a
52. Are there any time limits on use of the elevator?
n/a
53. Are there any restrictions on elevator usage?
n/a

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
No
55. If yes, please describe:
n/a
56. Storage room dimensions:
n/a
57. Can this room be locked? (yes/no)
No
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
conference room
60. Staging area dimensions:
24 x 12

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
n/a
63. Server room location and description:
There are two halls. Server is on south hall in about the middle of the building
64. Server room dimensions:
10 x 12
65. Is the server room locked?
No
66. What ventilation sources are used for the server room?
ceiling
67. How many electrical outlets are in the server room?
7 most are in use

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
Type 1

69. How many ports are on the patch panel?
18
70. How many of these ports are empty?
15
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
Proteon Series 70
72. How many ports are available on these devices?
all are used
73. What make/model of router is used at this site?
Cisco 2500

Computers/Printers

74. How many desktop computers are located in this facility?
15
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
No
76. If yes, please describe:
77. How many printers are located in this facility?
16
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
1
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
No
80. If yes, please describe:
n/a

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
n/a
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
n/a
83. Please describe any asbestos found at this facility:
n/a
84. Please describe any other known hazards at this facility:
none. Building recently remodeled

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
no
86. Does the contact person want to have a follow-up call to discuss the survey?
No
87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Livingston Parish

Office Location

1. OCS office name:
Livingston Parish
2. OCS office address:
29940 South Magnolia Street, P.O. Box 267, Livingston, LA 70754
3. OCS office main telephone number:
(225) 686-7257
4. OCS region:
Covington Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Laura Hall
7. Telephone number:
(225) 686-7257
8. Fax number:
(225) 686-9886
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Herman E. Crotwell
12. Address:
215 N Range Ave, Denham Springs LA 70726
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report: Madison Parish

Office Location

1. OCS office name:
Madison Parish
2. OCS office address:
1705 Felicia Drive, Tallulah, LA 71282
3. OCS office main telephone number:
(318) 574-5201/5202/5203
4. OCS region:
Monroe Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Sandra White
7. Telephone number:
(318) 574-5201/5202/5203
8. Fax number:
(318) 574-2660
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Banks Realty Family Limited Partnership
12. Address:
PO Box 39, Mangham LA 71259
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report: Morehouse Parish

Office Location

1. OCS office name:
Morehouse Parish
2. OCS office address:
451 East Madison, P.O. Box 1019, Bastrop, LA 71221-1019
3. OCS office main telephone number:
(318) 283-0820
4. OCS region:
Monroe Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Joyce Powell
7. Telephone number:
(318) 283-0820
8. Fax number:
(318) 283-0866
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Charles Moore, Brian Moore, or Connie Moore Brewer
12. Address:
708 E Madison Ave, Bastrop LA 71220
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Natchitoches Parish

Office Location

1. OCS office name:
Natchitoches Parish
2. OCS office address:
1756 Texas Street, Natchitoches, LA 71457
3. OCS office main telephone number:
(318) 357-3128
4. OCS region:
Shreveport Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Pat Clark
7. Telephone number:
(318) 357-3128
8. Fax number:
(318) 357-3928
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Brian Steven Moore and Connie Moore Brewer
12. Address:
708 E Madison Ave, Bastrop LA 71220
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Orleans Parish

Office Location

1. OCS office name:
Orleans Parish
2. OCS office address:
1001 Howard Avenue, 12th floor, P.O. Box 61210, New Orleans, LA 70161-1210
3. OCS office main telephone number:
(504) 680-9090
4. OCS region:
Orleans Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Caprice Johnson
7. Telephone number:
(504) 680-9090
8. Fax number:
(504) 680-9299
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Baha Towers Limited Partnership
12. Address:
1001 Howard Ave, New Orleans LA 70113
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Ouachita Parish

Office Location

1. OCS office name:
Ouachita Parish
2. OCS office address:
1401 Stubbs Avenue, P.O. Box 2510, Monroe, LA 71207-2510
3. OCS office main telephone number:
(318) 362-5417
4. OCS region:
Monroe Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Linda Foster
7. Telephone number:
(318) 362-5417
8. Fax number:
(318) 362-3055
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Kilpatrick Investments
12. Address:
PO Box 826, Ruston LA 71273
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report: Plaquemines Parish

Office Location

1. OCS office name:
Plaquemines Parish
2. OCS office address:
9567 Highway 23, Belle Chase, LA 70037
3. OCS office main telephone number:
(504) 393-5618
4. OCS region:
Jefferson Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Juanita Messa
7. Telephone number:
(504) 393-5618
8. Fax number:
(504) 393-5828
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
11. Building landlord/manager name:
12. Address:
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Pointe Coupee Parish

Office Location

1. OCS office name:
Pointe Coupee Parish
2. OCS office address:
104 West End Drive, P.O. Box 729, New Roads, LA 70760-0729
3. OCS office main telephone number:
(225) 638-4846
4. OCS region:
Baton Rouge Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Trudy Gosserand
7. Telephone number:
(225) 638-4846
8. Fax number:
(225) 638-9945
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Reliable Production Service
12. Address:
PO Box 176, Livonia LA 70755
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
Yes
20. If yes, please state timeframe and new office location (if known):
in the next 45 days. September 20th is the target

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
one
23. Floors occupied by OCS:
one
24. Is the office accessible by stairs or an elevator? (please specify)
n/a
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
sheet rock or drop - not sure yet.
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
dry wall
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
This is brand new metal building construction.
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
probably a bin

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
parking will be at a premium at the new site. Can probably work something out. There is a lot next door which will probably let us use it for a short while.
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
No
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
Yes
40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
will be a handicapped ramp but not a loading dock.
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
n/a
44. What are the hours of operation of the loading dock?
n/a
45. Are there any time limits on use of the loading dock?
n/a

46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
as stated above, parking is at a premium.
47. Is the facility located on a busy or main street?
off on a side road
48. Who should be contacted in case of street blockage?
n/a
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
n/a
52. Are there any time limits on use of the elevator?
n/a
53. Are there any restrictions on elevator usage?
n/a

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
No
55. If yes, please describe:
56. Storage room dimensions:
158 sq feet
57. Can this room be locked? (yes/no)
No
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
storage room and conference room.
60. Staging area dimensions:
158 sq feet

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
n/a
63. Server room location and description:
server room in the middle of the new building.
64. Server room dimensions:
110 sq feet.
65. Is the server room locked?
Yes
66. What ventilation sources are used for the server room?
probably ceiling
67. How many electrical outlets are in the server room?
2 phones, 2 computer outlets. 3 electrical

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
Category 5 UTP
69. How many ports are on the patch panel?
15

70. How many of these ports are empty?
none
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
Proteon ProNet Series 70
72. How many ports are available on these devices?
none are available.
73. What make/model of router is used at this site?
Cisco 2500

Computers/Printers

74. How many desktop computers are located in this facility?
11
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
(yes/no)
No
76. If yes, please describe:
n/a
77. How many printers are located in this facility?
13
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
2
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
No
80. If yes, please describe:
n/a

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
n/a
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
n/a
83. Please describe any asbestos found at this facility:
none
84. Please describe any other known hazards at this facility:
none

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
no
86. Does the contact person want to have a follow-up call to discuss the survey?
No
87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Rapides Parish

Office Location

1. OCS office name:
Rapides Parish
2. OCS office address:
900 Murray Street, 2nd Floor, Room J-201, P.O. Box 1950, Alexandria, LA 71309-1950
3. OCS office main telephone number:
(318) 487-5054
4. OCS region:
Alexandria Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Martha Kendrick
7. Telephone number:
(318) 487-5054
8. Fax number:
(318) 487-5683
9. E-mail address:
40martha@ocs.dss.state.la.us

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
State-owned
11. Building landlord/manager name:
n/a
12. Address:
n/a
13. Telephone number:
n/a
14. Fax number:
n/a
15. E-mail address:
n/a
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
The State
17. Does OCS share the building with other State agencies? (yes/no)
Yes
18. If yes, please list these agencies here:
OYD, LRS, OFS, DHH, Elderly Affairs, Revenue & Taxation
19. Are there plans to move this facility in the near future? (yes/no)
No
20. If yes, please state timeframe and new office location (if known):
n/a

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
two
23. Floors occupied by OCS:
two parish on second floor
24. Is the office accessible by stairs or an elevator? (please specify)
both
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
tile
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
Yes
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
sheetrock
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
n/a
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
Contract

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
Several lots
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
n/a
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
No
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
No
40. What is the name and telephone number of the person to contact for security arrangements?
Martha Kendrick (318) 487-5054

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
n/a
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
n/a
44. What are the hours of operation of the loading dock?
n/a
45. Are there any time limits on use of the loading dock?
n/a

46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
no
47. Is the facility located on a busy or main street?
Murray Street off Interstate
48. Who should be contacted in case of street blockage?
City police.
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
Yes
51. Elevator hours of operation:
7:30am - 5:00pm
52. Are there any time limits on use of the elevator?
no
53. Are there any restrictions on elevator usage?
no

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
Yes
55. If yes, please describe:
Individual offices
56. Storage room dimensions:
9' x 8' fairly empty
57. Can this room be locked? (yes/no)
Yes
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
2nd floor conference room
60. Staging area dimensions:
1200 sq ft

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
n/a
63. Server room location and description:
2nd floor, GroupWise and production server in two separate rooms (shared with regional).
64. Server room dimensions:
8 x 10 and 5 x 8
65. Is the server room locked?
No
66. What ventilation sources are used for the server room?
building a/c (insufficient; turned off at night and weekends).
67. How many electrical outlets are in the server room?
10 and 2

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
Type 1
69. How many ports are on the patch panel?
80

70. How many of these ports are empty?
18
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
Proteon (8ea)
72. How many ports are available on these devices?
22
73. What make/model of router is used at this site?
Cisco 5000 (shared with region)

Computers/Printers

74. How many desktop computers are located in this facility?
58
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
(yes/no)
No
76. If yes, please describe:
77. How many printers are located in this facility?
58
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
three
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
Yes
80. If yes, please describe:
two workers need to be moved and the wiring needs to be run for their new location. Room k300 to K301 and room K300 to a wall.(now on a pole) 14 people in room gets bumped & inf lost.

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
na
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
power surges
83. Please describe any asbestos found at this facility:
?
84. Please describe any other known hazards at this facility:
heat

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
no
86. Does the contact person want to have a follow-up call to discuss the survey?
No
87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Richland Parish

Office Location

1. OCS office name:
Richland Parish
2. OCS office address:
111 Ellington Drive, P.O. Box 689, Rayville, LA 71269
3. OCS office main telephone number:
(318) 728-3037/3098
4. OCS region:
Monroe Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Billy Dartlone
7. Telephone number:
(318) 728-3037/3098
8. Fax number:
(318) 728-3122
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Banks Realty Family Limited Partnership
12. Address:
PO Box 39, Mangham LA 71259
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
Yes
18. If yes, please list these agencies here:
Office of Family Support
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Sabine Parish

Office Location

1. OCS office name:
Sabine Parish
2. OCS office address:
195 Marthaville Road, P.O. Box 1507, Many, LA 71449
3. OCS office main telephone number:
(318) 256-4104
4. OCS region:
Shreveport Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Debra Waters
7. Telephone number:
(318) 256-4104
8. Fax number:
(318) 256-4158
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Valmore Byles
12. Address:
1751 Robby St, Many LA 71449
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

St. Bernard Parish

Office Location

1. OCS office name:
St. Bernard Parish
2. OCS office address:
3002 Jean Lafitte Parkway, Chalmette, LA 70043-4036
3. OCS office main telephone number:
(504) 278-7382
4. OCS region:
Jefferson Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Hattie Manual
7. Telephone number:
(504) 278-7382
8. Fax number:
(504) 278-7470
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Claudi S Haupt
12. Address:
PO Box 1755, Gretna LA 70054
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
Yes
18. If yes, please list these agencies here:
Office of Family Support
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report: St. John The Baptist Parish

Office Location

1. OCS office name:
St. John The Baptist Parish
2. OCS office address:
429 West Airline Highway, Ste. M, LaPlace, LA 70068
3. OCS office main telephone number:
(985) 652-2938
4. OCS region:
Thibodaux Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Lillie Wilson
7. Telephone number:
(985) 652-2938
8. Fax number:
(985) 652-4074
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
BMA Partnership
12. Address:
425 W Airline Hwy Ste B, LaPlace LA 70068
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
The complex has other offices but none are state agencies
19. Are there plans to move this facility in the near future? (yes/no)
No
20. If yes, please state timeframe and new office location (if known):
n/a

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
two
23. Floors occupied by OCS:
one - ground floor
24. Is the office accessible by stairs or an elevator? (please specify)
n/a
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
drop
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
Yes
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
sheet rock
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
dumpster is tended to twice a week

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
paved
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
No
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
Yes
40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
44. What are the hours of operation of the loading dock?
45. Are there any time limits on use of the loading dock?

46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
47. Is the facility located on a busy or main street?
right off airline. it is a main street into town. Street is real busy.
48. Who should be contacted in case of street blockage?
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
52. Are there any time limits on use of the elevator?
53. Are there any restrictions on elevator usage?

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
No
55. If yes, please describe:
56. Storage room dimensions:
about 10 x 11
57. Can this room be locked? (yes/no)
No
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
conference room
60. Staging area dimensions:
15 x 10

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
63. Server room location and description:
back of building on left half
64. Server room dimensions:
8 x 10
65. Is the server room locked?
No
66. What ventilation sources are used for the server room?
ceiling
67. How many electrical outlets are in the server room?

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
Type 1
69. How many ports are on the patch panel?
80

70. How many of these ports are empty?
43
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
Proteon ProNet Series 70
72. How many ports are available on these devices?
3
73. What make/model of router is used at this site?
Cisco 2500

Computers/Printers

74. How many desktop computers are located in this facility?
25
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
(yes/no)
Yes
76. If yes, please describe:
transportation workers need on. two
77. How many printers are located in this facility?
27
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
two
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
No
80. If yes, please describe:

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
none
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
none
83. Please describe any asbestos found at this facility:
none
84. Please describe any other known hazards at this facility:
ceiling leaks from the bath room in the office above. In the clerical unit.

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
86. Does the contact person want to have a follow-up call to discuss the survey?
No
87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

St. Landry Parish

Office Location

1. OCS office name:
St. Landry Parish
2. OCS office address:
6069 I-49 South Service Road, Ste. C, Opelousas, LA 70570
3. OCS office main telephone number:
(337) 942-0050
4. OCS region:
Lafayette Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Brent Villamarette
7. Telephone number:
(337) 942-0050
8. Fax number:
(337) 948-0233
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
11. Building landlord/manager name:
12. Address:
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

St. Martin Parish

Office Location

1. OCS office name:
St. Martin Parish
2. OCS office address:
1109 South Main, P.O. Box 259, St. Martinville, LA 70582
3. OCS office main telephone number:
(337) 394-6081
4. OCS region:
Lafayette Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Judy Grieg
7. Telephone number:
(337) 394-6081
8. Fax number:
(337) 394-6335
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Ray Himel
12. Address:
1215 E Main St, New Iberia LA 70560
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

St. Mary Parish

Office Location

1. OCS office name:
St. Mary Parish
2. OCS office address:
613 2nd Street, Franklin, LA 70538
3. OCS office main telephone number:
(337) 828-5278
4. OCS region:
Lafayette Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Karen Matthews
7. Telephone number:
(337) 828-5278
8. Fax number:
(337) 828-5905
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Dr. Albert F. Zuniga, Sr.
12. Address:
Rte 1 Box 186E, Franklin LA 70538
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
State
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
Yes
20. If yes, please state timeframe and new office location (if known):
The idea has been discussed. However, the agency has been in this office for over 20 years and there is no time frames under discussion.

Office Space Description

- 21. Is a building/office floor plan available? (yes/no)
Yes
- 22. Number of floors in building:
1
- 23. Floors occupied by OCS:
1
- 24. Is the office accessible by stairs or an elevator? (please specify)
n/a
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
drop. The air just circulates around up there. No ducts.
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
Yes
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
wood paneling
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
- 29. If yes, please describe:
might have to be checked but not sure
- 30. Is trash removal available? (yes/no)
Yes
- 31. If yes, please describe:
city - large trash cans twice a week pick up

Parking/Security

- 32. Is parking available? (yes/no)
Yes
- 33. If yes, please describe:
lot in back. About five places in front. Room for truck with computer equipment
- 34. Are parking tags required? (yes/no)
No
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
n/a
- 36. Is a security escort required while on premises? (yes/no)
No
- 37. Are building/room keys required? (yes/no)
No
- 38. Is an access card required? (yes/no)
No
- 39. Is an access code required? (yes/no)
No
- 40. What is the name and telephone number of the person to contact for security arrangements?
There is a combination padlock that is used to secure the front receptionist area from the worker area, server, etc.

Delivery

- 41. Is a loading dock available? (yes/no)
No
- 42. If yes, please describe:
n/a
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
n/a

44. What are the hours of operation of the loading dock?
n/a
45. Are there any time limits on use of the loading dock?
n/a
46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
n/a
47. Is the facility located on a busy or main street?
2nd street - fire and police are on same street. There is a 25mph speed limit in the area
48. Who should be contacted in case of street blockage?
city
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
n/a
52. Are there any time limits on use of the elevator?
n/a
53. Are there any restrictions on elevator usage?
n/a

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
No
55. If yes, please describe:
n/a
56. Storage room dimensions:
n/a
57. Can this room be locked? (yes/no)
No
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
16 x 23
60. Staging area dimensions:
16 x 23

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
No
62. If no, is there a room available to be converted into a server/wiring room?
Hallway partitioned off. no space for dedicated room for server
63. Server room location and description:
middle of building. It is in a hallway partitioned off from the flow of walking traffic.
64. Server room dimensions:
20 x 3
65. Is the server room locked?
No
66. What ventilation sources are used for the server room?
There is no duct work but there are grates in the ceiling
67. How many electrical outlets are in the server room?
two

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
Category 5 UTP
- 69. How many ports are on the patch panel?
29
- 70. How many of these ports are empty?
10
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
3 ProNet 70 Series MAUs
- 72. How many ports are available on these devices?
2 are empty
- 73. What make/model of router is used at this site?
Cisco 2500

Computers/Printers

- 74. How many desktop computers are located in this facility?
16
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
(yes/no)
No
- 76. If yes, please describe:
n/a
- 77. How many printers are located in this facility?
17
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
1 - 4000T
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
No
- 80. If yes, please describe:
n/a

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
office experiences surges every time the weather turns bad.
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
none
- 83. Please describe any asbestos found at this facility:
none
- 84. Please describe any other known hazards at this facility:
none

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
no
- 86. Does the contact person want to have a follow-up call to discuss the survey?
No
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

St. Tammany Parish

Office Location

1. OCS office name:
St. Tammany Parish
2. OCS office address:
300 Covington Center, Ste. 1, Covington, LA 70433
3. OCS office main telephone number:
(985) 893-6225
4. OCS region:
Covington Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Robert Couvillon
7. Telephone number:
(985) 893-6225
8. Fax number:
(985) 893-6324
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Edward J. Murphy
12. Address:
306 S Jahncke Ave, Covington LA 70433
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report: Tangipahoa Parish

Office Location

1. OCS office name:
Tangipahoa Parish
2. OCS office address:
721 South First Street, Amite, LA 70422
3. OCS office main telephone number:
(985) 748-2001
4. OCS region:
Covington Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Linda Deamer
7. Telephone number:
(985) 748-2001
8. Fax number:
(985) 748-2083
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
H. Lee Shilling, Jr.
12. Address:
OK Development LLP, 137 E Oak St, Amite LA 70422
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
state
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
n/a
19. Are there plans to move this facility in the near future? (yes/no)
No
20. If yes, please state timeframe and new office location (if known):
n/a

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
one
23. Floors occupied by OCS:
one
24. Is the office accessible by stairs or an elevator? (please specify)
n/a
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
suspended synthetic cork
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
sheetrock
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
n/a
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
once a week maybe twice have a dumpster

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
big parking paved lot
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
No
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
Yes
40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
n/a
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
n/a
44. What are the hours of operation of the loading dock?
n/a
45. Are there any time limits on use of the loading dock?
n/a

46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
n/a
47. Is the facility located on a busy or main street?
busy street is on one side where most people come. But The office fronts on a side street
48. Who should be contacted in case of street blockage?
shouldn't be an issue
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
n/a
52. Are there any time limits on use of the elevator?
n/a
53. Are there any restrictions on elevator usage?
n/a

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
Yes
55. If yes, please describe:
the office has a dedicated storage room which is lockable
56. Storage room dimensions:
8 x 10
57. Can this room be locked? (yes/no)
Yes
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
conference and a training room
60. Staging area dimensions:
both are bigger than the storage room

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
n/a
63. Server room location and description:
office has a wiring closet and a server closet
64. Server room dimensions:
8 x 8
65. Is the server room locked?
66. What ventilation sources are used for the server room?
yes
67. How many electrical outlets are in the server room?
four

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
Category 5 UTP
69. How many ports are on the patch panel?
50

70. How many of these ports are empty?
0
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
Proteon Series 70
72. How many ports are available on these devices?
plenty
73. What make/model of router is used at this site?
Cisco 2500

Computers/Printers

74. How many desktop computers are located in this facility?
28
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
 (yes/no)
Yes
76. If yes, please describe:
three
77. How many printers are located in this facility?
31
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
3
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
Yes
80. If yes, please describe:
There are two new people, and a qa worker needs a new office

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
only when weather is bad
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
none
83. Please describe any asbestos found at this facility:
none
84. Please describe any other known hazards at this facility:
none

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
no
86. Does the contact person want to have a follow-up call to discuss the survey?
No
87. If yes, what is the best time to call?
n/a

OCS Site Assessment Detail Report:

Tensas Parish

Office Location

1. OCS office name:
Tensas Parish
2. OCS office address:
205 12th Street, P.O. Box 6186, St. Joseph, LA 71366
3. OCS office main telephone number:
(318) 766-3998/4255
4. OCS region:
Monroe Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Judy Jacobs
7. Telephone number:
(318) 766-3998/4255
8. Fax number:
(318) 766-3711
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
11. Building landlord/manager name:
12. Address:
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report: Terrebonne Parish

Office Location

1. OCS office name:
Terrebonne Parish
2. OCS office address:
5599 Highway 311, Houma, LA 70360
3. OCS office main telephone number:
(985) 857-3630
4. OCS region:
Thibodaux Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Gail Lewis
7. Telephone number:
(985) 857-3630
8. Fax number:
(985) 857-2012
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
V. J. Caro, Jr.
12. Address:
#4 Richland Row, Houma, LA 70360-7934
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Union Parish

Office Location

1. OCS office name:
Union Parish
2. OCS office address:
101 North Main Street, Farmerville, LA 71241
3. OCS office main telephone number:
(318) 368-7917
4. OCS region:
Monroe Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Bernadette Henry
7. Telephone number:
(318) 368-7917
8. Fax number:
(318) 368-9590
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Stephen Kelly
12. Address:
203 N Main St, Farmersville LA 71241
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Vermilion Parish

Office Location

1. OCS office name:
Vermilion Parish
2. OCS office address:
2729 Veterans Memorial Drive, P.O. Box 849, Abbeville, LA 70511-0849
3. OCS office main telephone number:
(337) 898-1430
4. OCS region:
Lafayette Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Randall Gaspard
7. Telephone number:
(337) 898-1430
8. Fax number:
(337) 898-1413
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Stewart Scott
12. Address:
SIA Management Corp, PO Box 14354, Monroe LA 71207
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Washington Parish

Office Location

1. OCS office name:
Washington Parish
2. OCS office address:
1017 Ontario Avenue, Bogalusa, LA 70427
3. OCS office main telephone number:
(985) 732-6800
4. OCS region:
Covington Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
John Fortenberry
7. Telephone number:
(985) 732-6800
8. Fax number:
(985) 732-6826
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
George Holton
12. Address:
Holton Enterprises Inc, 44260 Easy St, Hammond LA
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Webster Parish

Office Location

1. OCS office name:
Webster Parish
2. OCS office address:
1232 Sheppard Street, P.O. Drawer 1076, Minden, LA 71058-1076
3. OCS office main telephone number:
(318) 371-3004
4. OCS region:
Shreveport Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Vicky Haynes
7. Telephone number:
(318) 371-3004
8. Fax number:
(318) 371-3083
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Harold L. Rosbottom, Jr.
12. Address:
1232 Sheppard St, Minden LA, LLC PO Box 4387 Shreveport LA 71134
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report: West Carroll

Office Location

1. OCS office name:
West Carroll
2. OCS office address:
702 East Jefferson, P.O. Box 728, Oak Grove, LA 71263
3. OCS office main telephone number:
(318) 428-3252
4. OCS region:
Monroe Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Billy Dartlone
7. Telephone number:
(318) 428-3252
8. Fax number:
(318) 428-9076
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
11. Building landlord/manager name:
12. Address:
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Winn Parish

Office Location

1. OCS office name:
Winn Parish
2. OCS office address:
6285 Highway 167 North, Ste. E, P.O. Box 1354, Winnfield, LA 71483-1354
3. OCS office main telephone number:
(318) 648-6805
4. OCS region:
Alexandria Region
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
Donna Johnson
7. Telephone number:
(318) 648-6805
8. Fax number:
(318) 648-6905
9. E-mail address:
64donna@ocs.dss.state.la.us

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Connie Moore Brewer and Brian S. Moore
12. Address:
708 E Madison, Bastrop LA 71220
13. Telephone number:
Mr Moore 318-322-4000
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
Landload handles wiring but state pays for network.
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
n/a
19. Are there plans to move this facility in the near future? (yes/no)
No
20. If yes, please state timeframe and new office location (if known):
n/a

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
one
23. Floors occupied by OCS:
one
24. Is the office accessible by stairs or an elevator? (please specify)
n/a
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
tiles
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
Yes
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
drywall
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
n/a
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
city contract

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
parking available front and back
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
n/a
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
No
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
No
40. What is the name and telephone number of the person to contact for security arrangements?
Worker area locks but no other areas

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
n/a
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
44. What are the hours of operation of the loading dock?
n/a
45. Are there any time limits on use of the loading dock?
n/a

46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
n/a
47. Is the facility located on a busy or main street?
Hwy 167 a four lane highway.
48. Who should be contacted in case of street blockage?
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
n/a
52. Are there any time limits on use of the elevator?
53. Are there any restrictions on elevator usage?

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
No
55. If yes, please describe:
56. Storage room dimensions:
between 8' x 12' and 10' x 14'
57. Can this room be locked? (yes/no)
No
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
conference room
60. Staging area dimensions:

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
63. Server room location and description:
three doors down from the lobby
64. Server room dimensions:
11 x 12
65. Is the server room locked?
No
66. What ventilation sources are used for the server room?
ceiling
67. How many electrical outlets are in the server room?
6

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
Type 1
69. How many ports are on the patch panel?
18

70. How many of these ports are empty?
7
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
Proteon Series 70
72. How many ports are available on these devices?
4
73. What make/model of router is used at this site?
Cisco 2500

Computers/Printers

74. How many desktop computers are located in this facility?
7
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
(yes/no)
No
76. If yes, please describe:
77. How many printers are located in this facility?
eight
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
one - HP 5P
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
Yes
80. If yes, please describe:
could use larger monitors some are 15

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
no
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
n/a
83. Please describe any asbestos found at this facility:
n/a
84. Please describe any other known hazards at this facility:
n/a

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
n/a
86. Does the contact person want to have a follow-up call to discuss the survey?
87. If yes, what is the best time to call?

OCS Site Assessment Detail Report: Baton Rouge Region

Office Location

1. OCS office name:
Baton Rouge Region
2. OCS office address:
1967 North Street, P.O. Box 66789, Baton Rouge, LA 70802
3. OCS office main telephone number:
(225) 342-0494
4. OCS region:
Baton Rouge Region
5. OCS office type: (State, Region, Parish)
Region

OCS Contacts

6. Site contact person:
Johnnie Forrest
7. Telephone number:
(225) 342-0417
8. Fax number:
(225) 342-0418
9. E-mail address:
72johnni@ocs.dss.state.la.us

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Terrell Brown
12. Address:
8772 West Fairway Dr. Baton Rouge, LA 70809
13. Telephone number:
(225)214-5004 ofc 927-6262hm
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
No
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
Yes
20. If yes, please state timeframe and new office location (if known):
Req for Bids possibly this Calendar Year.

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
One
23. Floors occupied by OCS:
All
24. Is the office accessible by stairs or an elevator? (please specify)
na
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
Tiles
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
Yes
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
Plaster
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
BFI

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
Private fenced/gated lot.
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
Yes
38. Is an access card required? (yes/no)
No
39. Is an access code required? (yes/no)
No
40. What is the name and telephone number of the person to contact for security arrangements?
Johnnie Forrest (225) 342-0417

Delivery

41. Is a loading dock available? (yes/no)
No
42. If yes, please describe:
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
44. What are the hours of operation of the loading dock?
45. Are there any time limits on use of the loading dock?

46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
na
47. Is the facility located on a busy or main street?
Yes. Just off North Street.
48. Who should be contacted in case of street blockage?
City police.
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
No
51. Elevator hours of operation:
52. Are there any time limits on use of the elevator?
53. Are there any restrictions on elevator usage?

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
Yes
55. If yes, please describe:
ID room used as storage room 1024A.
56. Storage room dimensions:
10 x 8
57. Can this room be locked? (yes/no)
Yes
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
Training room 1024.
60. Staging area dimensions:
30 x 28

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
63. Server room location and description:
Room number 1025-h
64. Server room dimensions:
17 x 12
65. Is the server room locked?
No
66. What ventilation sources are used for the server room?
bldg a/c
67. How many electrical outlets are in the server room?
8

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
69. How many ports are on the patch panel?
145

70. How many of these ports are empty?
55
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
Proteon P7228 (4 ea)
72. How many ports are available on these devices?
0
73. What make/model of router is used at this site?
Cisco 3600

Computers/Printers

74. How many desktop computers are located in this facility?
78
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
(yes/no)
No
76. If yes, please describe:
77. How many printers are located in this facility?
81
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
4
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
No
80. If yes, please describe:

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
na
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
na
83. Please describe any asbestos found at this facility:
no
84. Please describe any other known hazards at this facility:
Water leaks (not in server room)

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
86. Does the contact person want to have a follow-up call to discuss the survey?
No
87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Alexandria Region

Office Location

1. OCS office name:
Alexandria Region
2. OCS office address:
900 Murray Street, 2nd Floor, Room J-269 Alexandria, LA 71301, P.O. Box 832 Alexandria, LA 71309-0832
3. OCS office main telephone number:
(318) 487-5227
4. OCS region:
Alexandria Region
5. OCS office type: (State, Region, Parish)
Region

OCS Contacts

6. Site contact person:
Sara Alford/Pat Johnson
7. Telephone number:
(318) 487-5227
8. Fax number:
(318) 484-2178
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
State-owned
11. Building landlord/manager name:
12. Address:
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
Yes
18. If yes, please list these agencies here:
OYD, OFS, SES, GROUP BENEFITS, TAXATION REVENUE, LRS, ELDERLY AFFAIRS, DHH
19. Are there plans to move this facility in the near future? (yes/no)
No
20. If yes, please state timeframe and new office location (if known):
Remolding plans possible

Office Space Description

- 21. Is a building/office floor plan available? (yes/no)
two
- 22. Number of floors in building:
two
- 23. Floors occupied by OCS:
two
- 24. Is the office accessible by stairs or an elevator? (please specify)
both
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
tile
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
Yes
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
shhetrock
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
Yes
- 29. If yes, please describe:
Building superintendent
- 30. Is trash removal available? (yes/no)
Yes
- 31. If yes, please describe:
Contract

Parking/Security

- 32. Is parking available? (yes/no)
Yes
- 33. If yes, please describe:
Couple of lots
- 34. Are parking tags required? (yes/no)
No
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
No
- 37. Are building/room keys required? (yes/no)
No
- 38. Is an access card required? (yes/no)
No
- 39. Is an access code required? (yes/no)
No
- 40. What is the name and telephone number of the person to contact for security arrangements?
Sara Alford

Delivery

- 41. Is a loading dock available? (yes/no)
No
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?

45. Are there any time limits on use of the loading dock?
46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
no
47. Is the facility located on a busy or main street?
Murray Street right off interstate.
48. Who should be contacted in case of street blockage?
City police
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
Yes
51. Elevator hours of operation:
5 pm
52. Are there any time limits on use of the elevator?
53. Are there any restrictions on elevator usage?

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
Yes
55. If yes, please describe:
Individual offices
56. Storage room dimensions:
57. Can this room be locked? (yes/no)
Yes
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
Second floor conference room
60. Staging area dimensions:
2100 sq ft

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
Yes
62. If no, is there a room available to be converted into a server/wiring room?
63. Server room location and description:
2nd floor. Groupwise and production server in different rooms.
64. Server room dimensions:
12 x 6 and 5 x 8
65. Is the server room locked?
Yes
66. What ventilation sources are used for the server room?
Building a/c (turned off at night and on weekends). Very hot!
67. How many electrical outlets are in the server room?
10 and 2

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)

69. How many ports are on the patch panel?
80
70. How many of these ports are empty?
23
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
Mau Proteon (10ea.)
72. How many ports are available on these devices?
14
73. What make/model of router is used at this site?
Cisco 5000

Computers/Printers

74. How many desktop computers are located in this facility?
32
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
No
76. If yes, please describe:
77. How many printers are located in this facility?
35
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
3
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
No
80. If yes, please describe:

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
na
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
power surges
83. Please describe any asbestos found at this facility:
Built in '71 (?)
84. Please describe any other known hazards at this facility:
Heat and cramped space.

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
na
86. Does the contact person want to have a follow-up call to discuss the survey?
87. If yes, what is the best time to call?

OCS Site Assessment Detail Report: Covington Region OCS

Office Location

1. OCS office name:
Covington Region OCS
2. OCS office address:
351 Holiday Dr, Covington LA 70433
3. OCS office main telephone number:
4. OCS region:
Covington
5. OCS office type: (State, Region, Parish)
Region

OCS Contacts

6. Site contact person:
7. Telephone number:
8. Fax number:
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Marlstone Properties, LLC
12. Address:
2990 Guage Blvd, East Slidell LA 70461
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report: Jefferson Region

Office Location

1. OCS office name:
Jefferson Region
2. OCS office address:
800 W Commerce Rd Ste 500, Harahan LA 70113
3. OCS office main telephone number:
4. OCS region:
Jefferson
5. OCS office type: (State, Region, Parish)
Region

OCS Contacts

6. Site contact person:
7. Telephone number:
8. Fax number:
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Sheyda Chaney
12. Address:
BAHA Towers, 1001 Howard Ave, New Orleans LA 70113
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report: Lafayette Region/Parish OCS

Office Location

1. OCS office name:
Lafayette Region/Parish OCS
2. OCS office address:
825 Kaliste Saloom Rd, Lafayette LA 70501
3. OCS office main telephone number:
4. OCS region:
Lafayette
5. OCS office type: (State, Region, Parish)
Parish

OCS Contacts

6. Site contact person:
7. Telephone number:
8. Fax number:
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Office Facilities Corp.
12. Address:
PO Box 94095, Baton Rouge LA 70501
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report: Lake Charles Region ADM OCS

Office Location

1. OCS office name:
Lake Charles Region ADM OCS
2. OCS office address:
2013 Oak Park Blvd Ste 250, Lake Charles LA 70616
3. OCS office main telephone number:
4. OCS region:
Lake Charles
5. OCS office type: (State, Region, Parish)
Region

OCS Contacts

6. Site contact person:
7. Telephone number:
8. Fax number:
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Huber Properties, Inc.
12. Address:
2013 Oak Park Blvd, Lake Charles LA 70616
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

OCS State Office

Office Location

1. OCS office name:
OCS State Office
2. OCS office address:
333 Laurel St, Baton Rouge LA 70801
3. OCS office main telephone number:
4. OCS region:
State Office
5. OCS office type: (State, Region, Parish)
State

OCS Contacts

6. Site contact person:
7. Telephone number:
8. Fax number:
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
John M. Cox
12. Address:
12103 N Oak Hills Pkwy, Baton Rouge LA 70810
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report: Thibodaux Region ADM OCS

Office Location

1. OCS office name:
Thibodaux Region ADM OCS
2. OCS office address:
1416 Tiger Dr, Thibodaux LA 70301
3. OCS office main telephone number:
4. OCS region:
Thibodaux
5. OCS office type: (State, Region, Parish)
Region

OCS Contacts

6. Site contact person:
7. Telephone number:
8. Fax number:
9. E-mail address:

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
Leased
11. Building landlord/manager name:
Marilyn Plaisance
12. Address:
631 Highway 304, Thibodaux LA 70301
13. Telephone number:
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
17. Does OCS share the building with other State agencies? (yes/no)
18. If yes, please list these agencies here:
19. Are there plans to move this facility in the near future? (yes/no)
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)

- 22. Number of floors in building:
- 23. Floors occupied by OCS:
- 24. Is the office accessible by stairs or an elevator? (please specify)
- 25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
- 26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
- 27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
- 28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
- 29. If yes, please describe:
- 30. Is trash removal available? (yes/no)
- 31. If yes, please describe:

Parking/Security

- 32. Is parking available? (yes/no)
- 33. If yes, please describe:
- 34. Are parking tags required? (yes/no)
- 35. If yes, what is the name and telephone number of the person who will issue parking tags?
- 36. Is a security escort required while on premises? (yes/no)
- 37. Are building/room keys required? (yes/no)
- 38. Is an access card required? (yes/no)
- 39. Is an access code required? (yes/no)
- 40. What is the name and telephone number of the person to contact for security arrangements?

Delivery

- 41. Is a loading dock available? (yes/no)
- 42. If yes, please describe:
- 43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
- 44. What are the hours of operation of the loading dock?
- 45. Are there any time limits on use of the loading dock?

- 46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
- 47. Is the facility located on a busy or main street?
- 48. Who should be contacted in case of street blockage?
- 49. Is a freight elevator available? (yes/no)
- 50. Is a passenger elevator available? (yes/no)
- 51. Elevator hours of operation:
- 52. Are there any time limits on use of the elevator?
- 53. Are there any restrictions on elevator usage?

Storage/Staging

- 54. Is there a secure room available for overnight storage of equipment? (yes/no)
- 55. If yes, please describe:
- 56. Storage room dimensions:
- 57. Can this room be locked? (yes/no)
- 58. Is there a room available for assembly and staging of computer equipment? (yes/no)
- 59. If yes, please describe:
- 60. Staging area dimensions:

Server Room

- 61. Is there a dedicated server/wiring room in the office? (yes/no)
- 62. If no, is there a room available to be converted into a server/wiring room?
- 63. Server room location and description:
- 64. Server room dimensions:
- 65. Is the server room locked?
- 66. What ventilation sources are used for the server room?
- 67. How many electrical outlets are in the server room?

Network

- 68. What type of network cabling is used at this office? (Type 1, Category 5)
- 69. How many ports are on the patch panel?

- 70. How many of these ports are empty?
- 71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
- 72. How many ports are available on these devices?
- 73. What make/model of router is used at this site?

Computers/Printers

- 74. How many desktop computers are located in this facility?
- 75. Are there any staff that do not have a desktop computer? Please include any funded vacancies. (yes/no)
- 76. If yes, please describe:
- 77. How many printers are located in this facility?
- 78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
- 79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
- 80. If yes, please describe:

Hazards

- 81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
- 82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
- 83. Please describe any asbestos found at this facility:
- 84. Please describe any other known hazards at this facility:

Follow-up

- 85. Is there anything else we need to know about the facility that we haven't asked?
- 86. Does the contact person want to have a follow-up call to discuss the survey?
- 87. If yes, what is the best time to call?

OCS Site Assessment Detail Report:

Monroe Region OCS

Office Location

1. OCS office name:
Monroe Region OCS
2. OCS office address:
State Office Building
3. OCS office main telephone number:
(318) 362-3362
4. OCS region:
Monroe
5. OCS office type: (State, Region, Parish)
Region

OCS Contacts

6. Site contact person:
Dana Owens
7. Telephone number:
(318) 362-3332
8. Fax number:
(318) 362-3013
9. E-mail address:
78dana@ocs.dss.state.la.us

Facility Management

10. Is the facility leased or State-owned? (leased/State-owned)
State-owned
11. Building landlord/manager name:
Randy Gosdin
12. Address:
Same as above
13. Telephone number:
(318) 362-3105
14. Fax number:
15. E-mail address:
16. If a leased facility, will the landlord or the State make any required improvements (electrical/network wiring, relocating walls, HVAC, etc.)?
n/a
17. Does OCS share the building with other State agencies? (yes/no)
Yes
18. If yes, please list these agencies here:
OCCD, Voc. Rehab, Adult Probation & Parole, Office of Mtr. Veh, Gaming Commission
19. Are there plans to move this facility in the near future? (yes/no)
No
20. If yes, please state timeframe and new office location (if known):

Office Space Description

21. Is a building/office floor plan available? (yes/no)
Yes

22. Number of floors in building:
five
23. Floors occupied by OCS:
two - The third and the fourth floors
24. Is the office accessible by stairs or an elevator? (please specify)
both stairs and elevator
25. What material is the ceiling composed of? (plaster, drywall, drop, spline, tin, etc.)
Drop ceilings
26. Is this a plenum ceiling? (Is the space above the false ceiling used for air return for HVAC?)
Yes
27. What materials are used for the interior walls? (plaster, drywall, masonry, soft-wall cubes)
masonry
28. Are there any special requirements for performing construction in this building? (Historical registry, unique architecture, etc)
No
29. If yes, please describe:
30. Is trash removal available? (yes/no)
Yes
31. If yes, please describe:
City large dumpster bin probably twice a week pickup

Parking/Security

32. Is parking available? (yes/no)
Yes
33. If yes, please describe:
two parking lots. One on side of building and one across the street
34. Are parking tags required? (yes/no)
No
35. If yes, what is the name and telephone number of the person who will issue parking tags?
36. Is a security escort required while on premises? (yes/no)
No
37. Are building/room keys required? (yes/no)
38. Is an access card required? (yes/no)
Yes
39. Is an access code required? (yes/no)
40. What is the name and telephone number of the person to contact for security arrangements?
Employees have an electronic card for one entrance. Guard for public entrance. Call Dana and she will arrange.

Delivery

41. Is a loading dock available? (yes/no)
Yes
42. If yes, please describe:
not really a loading dock but unloading area is at handicapped entrance and there is a ramp
43. What is the name and telephone number of the person to contact to obtain access to the loading dock?
n/a
44. What are the hours of operation of the loading dock?
building open from 6:30a to 5:00p
45. Are there any time limits on use of the loading dock?
see # 44

46. Are there any restrictions on the size or type of delivery truck that may be used at this location?
n/a
47. Is the facility located on a busy or main street?
on a one way street which is mediumly busy.
48. Who should be contacted in case of street blockage?
n/a
49. Is a freight elevator available? (yes/no)
No
50. Is a passenger elevator available? (yes/no)
Yes
51. Elevator hours of operation:
regular business hours
52. Are there any time limits on use of the elevator?
regular hours
53. Are there any restrictions on elevator usage?
they put plywood in elevator to protect it when remodeling or heavy moving usage

Storage/Staging

54. Is there a secure room available for overnight storage of equipment? (yes/no)
Yes
55. If yes, please describe:
training room can be locked on 4th floor
56. Storage room dimensions:
40 x 30
57. Can this room be locked? (yes/no)
Yes
58. Is there a room available for assembly and staging of computer equipment? (yes/no)
Yes
59. If yes, please describe:
training room on 4th floor. Room has network drops 3 - 5 of them
60. Staging area dimensions:
40 x 30

Server Room

61. Is there a dedicated server/wiring room in the office? (yes/no)
No
62. If no, is there a room available to be converted into a server/wiring room?
With staff reductions there are empty rooms which could be converted if it was going to be rewired. The router room on third floor has room but all but one office are on the fourth floor.
63. Server room location and description:
fourth floor in a partitioned off clerical room.
64. Server room dimensions:
10 x 7
65. Is the server room locked?
No
66. What ventilation sources are used for the server room?
ceiling vents
67. How many electrical outlets are in the server room?
three

Network

68. What type of network cabling is used at this office? (Type 1, Category 5)
Type 1
69. How many ports are on the patch panel?
97

70. How many of these ports are empty?
29
71. Please list the make/model of MAUs, hubs, and switches installed in the wiring rack, and the quantity of each type:
Synoptics 3000 hub and Proteon Series 70
72. How many ports are available on these devices?
Synoptics - 18 Proteon - 29
73. What make/model of router is used at this site?
Cisco 5000 and a much bigger on on the third floor. multi

Computers/Printers

74. How many desktop computers are located in this facility?
37
75. Are there any staff that do not have a desktop computer? Please include any funded vacancies.
(yes/no)
No
76. If yes, please describe:
n/a
77. How many printers are located in this facility?
39
78. Of these printers, how many are networked (connected only to the network, and not directly to an individual's workstation)?
2
79. Are there any desired workstation or printer locations that need electrical outlets or network drops?
No
80. If yes, please describe:
n/a

Hazards

81. Please describe any electrical power issues experienced at this facility (blackouts, brownouts, etc.):
hasn't happened in a long time. Was worked on over a year ago.
82. Please describe any electromagnetic interference (EMI) issues experienced at this facility (quivering/unsteady computer displays, telephone/television interference, etc.):
n/a
83. Please describe any asbestos found at this facility:
n/a
84. Please describe any other known hazards at this facility:
n/a

Follow-up

85. Is there anything else we need to know about the facility that we haven't asked?
n/a
86. Does the contact person want to have a follow-up call to discuss the survey?
87. If yes, what is the best time to call?
1.